

**THE FOLLOWING SOFTWARE WILL BE IN PRODUCTION ON MONDAY, MARCH 30, 1998.
MAIN FACS WILL NOT BE AVAILABLE ON SATURDAY, MARCH 28, 1998.**

MAIN FACS RELEASE 98-1

Enhanced Travel A (if your agency chooses this option)

Enhanced Travel A will provide a means for employees to create and process their travel expense reimbursement vouchers on-line. This new ADPICS functionality supports on-line review and approval processing. Alternatively, Enhanced Travel A will also support summarized entry of employee travel expense vouchers by business office or other staff. Enhanced Travel A provides for tax withholding and reporting. Enhanced Travel A provides for the capture of more data than Enhanced Travel B, and, therefore, supports more comprehensive inquiry and reporting.

Several new reports are available with this module. The new reports are:

- **PCHR0980, Travel Frequency Report**, provides a listing of travel by department, employee, and travel departure date.
- **PCHR0990, Travel Proximity Report**, provides a listing of travel by department, proximity and employee name.
- **DAFR3991, Taxable Travel Transactions Processed**, provides summary information on taxable travel transactions processed and the amounts withheld for various taxes.
- **DAFR3992, Taxable Travel Exception Report**, provides summary information on taxable travel transactions not processed due to error conditions encountered during the Payment Processing Batch Cycle.
- **DAFR3993, Agency Taxable Travel Cancellation Activity**, provides information on taxable travel payment cancellation transactions processed in the Payment Processing Batch Cycle.

There are self-study materials available for Enhanced Travel A. Additionally, MAIN Training Class AD28 covers the new functionality.

Enhanced Travel B (if your agency chooses this option)

Enhanced Travel B is similar to the current method used for processing employee travel expense reimbursements. Enhanced Travel B provides for tax withholding and reporting. A new Interface Type, BA, will infer a new Transaction Code (TC), 297, on the Direct Voucher screen to process travel advances. A new Interface Type, BT, will infer TC 299 on the Direct Voucher screen to process travel expenditures. The current Interface Type TL and TC 243 will be used to liquidate Travel B advances. Users will need to determine the taxable and nontaxable amounts of travel reimbursement and use the appropriate object code for processing Enhanced Travel B transactions. There are eight new Comptroller Objects to record reimbursable mileage. There are two new Comptroller Objects for withholding taxes. Two Comptroller Objects will be inactivated. See the attached list of Comptroller Objects for the changes related to Travel.

Initiators and approvers of Enhanced Travel B transactions must have their PCHL7650 Secondary User Security modified to include a '77' in the Interface Security Class field. Changes to user security should be processed in accordance with existing procedures for processing security forms.

The following control reports will be available for this module:

- **DAFR3991, Taxable Travel Transactions Processed**, provides summary information on taxable travel transactions processed and the amounts withheld for various taxes.
- **DAFR3992, Taxable Travel Vendor Exception Report**, provides summary information on

taxable travel transactions not processed due to error conditions encountered during the Payment Processing Batch Cycle.

- **DAFR3993, Agency Taxable Travel Cancellation Activity**, provides information on taxable travel payment cancellation transactions processed in the Payment Processing Batch Cycle.

There is a self-study guide available for Enhanced Travel B. Additionally, MAIN training classes AD11A and AD11B will include the new functionality.

Special Note - Enhanced 98-1 Travel software includes a table that contains all employees. When a taxable travel object code is used on a transaction, the system performs a check to ensure that the payee is in the table. When travel vouchers with taxable object codes are processed, the department in the account coding block must match the department in which the employee works.

Enhanced Credit Memo

Enhanced Credit Memo is a new ADPICS functionality used when defective or otherwise unacceptable goods or services have been received, and a voucher has been posted. The Credit Memo functionality will allow the user to have the option to open the purchase order, allowing further transactions to be created against it. A new document/document type of CM/CM is used for Credit Memo processing. Users processing credit memos should have their PCHL7651 Document Types By User Security updated. Changes to user security should be processed in accordance with existing procedures for processing security forms. A posted credit memo will combine with other payment transactions to the same vendor to reduce the amount of the warrant. The current process of using a CM interface type on the direct voucher will no longer be available.

Self-study materials are available for the Enhanced Credit Memo module. Additionally, MAIN Training class AD11A and AD11B will include the new functionality.

Service Date

A Service Date field has been added to appropriate ADPICS screens. This field will permit processing of transactions in which the service date is earlier than the end/close date for a given grant or project. The system will default the Service Date to the current system management effective date as identified on the 97 System Management profile.

Self-study materials are available for the Service Date Module.

Vendor File Enhancements

Vendor File Enhancements includes several user requested enhancements. A new batch process for updating the vendor file was added. A new flag will be added to the vendor file to indicate whether or not a vendor has a W-9 on file with the State. This flag ('Y'es/'N'o) will be used to prevent purchase orders and payments to 1099 reportable object codes if the vendor has the W-9 flag set to 'N'. The system will be modified to prevent users from scrolling to confidential vendors. The mail code for most State employees will be P01. Mail Code 'P01' will come from PPRISM and will replace Mail Code '001' as an employee's primary mail code if the PPRISM flag is set to 'Y'es. Address Attention Lines 1, 2, and 3 were added to better differentiate the listed mail codes on PCHL5220.

Two new control reports will be available with this module (see attached for report samples):

- **PCHR0995**, Vendor/Mail Code Batch Update Control Report, provides a list of all Vendor Table

Adds and Vendor Mail Code Adds/Updates processed by PCHBLVEN in the previous batch run.
- **PCHRCVEN**, Vendor Name Control Conversion, will provide a list of existing vendors that have had their name control field populated.

Self-study materials are available for the Vendor File Enhancements module. Additionally, MAIN Training class AD17 will include the new functionality.

Interagency Voucher Process (IAV)

The Interagency Voucher Process replaces the current non-negotiable interagency warrant (NNIAW) process. This functionality will now be accomplished using either the ADPICS standard voucher screen (where an associated purchase order has been created), or the R*STARS companion transactions screen, Batch Type G, (where no purchase order is involved). The new functionality will process interagency vouchers without issuing warrants. The current direct voucher PDT of ZA will no longer be used. A new document/document type of AV/AV is used for IAV processing for those agencies requiring an approval path different than the approval path of VC/VC. The DAFR8720, Companion Cash Transaction Report, can be used to monitor cash transfers. This report is available in R*STARS and provides special selection logic by document type.

Self-study materials are available for this module. Additionally, MAIN Training classes AD11B and RS13A will include the new functionality.

Escheating of State Payments

Escheating of State Payments will permit escheating of State payments (warrants or EFT's) in compliance with State law. Before escheating a payment that payment has to qualify for escheating based on regulatory and other State defined criteria. For those payments escheated appropriate updates are made to the Payment Control Table.

Several new control reports will be available with this module:

- **DAFR3921**, XXX Days Unpresented Payments Escheated - Level 1 Report - PMTS with WARR DT <=XX/XX/XX, displays a detail listing of the transactions generated for unpresented payments escheated. Unpresented payments escheated includes warrants having a payment status of 'I' (Issued) or 'S' (Stopped) prior to escheating.
- **DAFR3931**, XX Days Undelivered Payments Escheated - Level 1 Report - PMTS with WARR DT <= XX/XX/XX, displays a detail listing of the transactions for undelivered payments escheated. Undelivered payments escheated includes warrants and EFT's having a payment status of 'U' (Undelivered) prior to escheating.
- **DAFR3961**, Payments to be Escheated - Affidavit Generated Report, displays a listing of warrants for which an escheat affidavit was generated.

EFT Return and Reversal

EFT Return and Reversal will allow Department of Treasury staff to process EFT returns and reversals for EFT's that have redeemed.

The following reports will be modified with this module:

- **DAFR3221**, Payment Cancellation Request Daily Activity - will identify warrants canceled, and the EFT's canceled or returned, either on-line or through batch, by User ID and Bank ID.

- **DAFR3751**, Payment Cancellation Interface - (renamed) will list warrants and EFT's processed through the Treasury Cancellation Interface.
- **DAFR3761**, Agency Payment Cancel Interface Report - provides a listing, by agency, of all errored and successfully processed transactions from the Treasury Cancellation Interface File, which is processed during the nightly batch cycle.

Agency Code Edit Enhancements

Agency Code Edit Enhancements will reduce the amount of data entry required by having Agency Code refer to Project and Grant.

Contract Retainage

Contract Retainage will provide the capability to establish an amount and percentage of contract payments to be retained and report on retainage. The system has been modified to compute and retain (hold for future disbursement) the dollar amount of the retainage when processing a voucher with certain interface types, based on the retainage percentage entered on the purchase order or direct purchase order. This amount will be computed, based on the net voucher amount (voucher amount less discounts) and the retainage percentage. The retainage amount field on the purchase order or direct purchase order will reflect the retained dollar amount.

Self-study materials are available for this module. Additionally, MAIN Training class AD11B will include the new functionality.

Release 98-1 Implementation Hands-On Support Sessions

Purpose: Walk-in support sessions will assist users with any questions or problems encountered in Production using the new Release 98-1 functionalities: Contract Retainage, Credit Memo, Interagency Voucher, Service Date, Enhanced Travel Option A, Enhanced Travel Option B, and Vendor File Enhancements. Users are expected to bring transactions that they are trying to enter in Production. No formal presentation will be made. Individual questions will be worked on in a training room on a one-to-one basis.

Where: Knapps Centre, Lansing

300 South Washington Avenue at Washtenaw
(enter on Washtenaw Street side)

When: Each session has a capacity of 16 at any one time, with participants to be helped on a first-come, first-served basis. Users may arrive anytime during the scheduled hours, up to 15 minutes before closing.

April 2	Thursday	8:30 - 12:00	T-2, 1st Floor
April 6	Monday	1:00 - 4:30	T-2, 1st Floor
April 8	Wednesday	1:00 - 4:30	T-2, 1st Floor
April 10	Friday	8:30 - 12:00	T-2, 1st Floor
April 20	Monday	1:00 - 4:30	T-3, Mezzanine

Please note that **sessions beginning Wednesday, April 8 will be held as needed**. Check the **MAIN EIS** at <http://mainweb.state.mi.us>, under **Calendars**, or call Jamie Mathews at (517) 33-52346 to determine if the session will be held.